

SENIOR ACCOUNTING OFFICER (SPECIALIST)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: November 17 – 21, 2003

Collective Bargaining Identification: R01

Job Analysis Conducted By: Debbie Cade, Associate Personnel Analyst,
Personnel Examining Section

Number of Incumbents: There are 24 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated August 31, 2003.

Names of the Subject Matter Expert(s) and their background:

Walter Mazza, Accounting Administrator I, Regional Accounting Corcoran

Mr. Mazza has been an Accounting Administrator for 3 years; he was a Senior Accounting Officer (Supervisor) for 2 years and has 13 years of experience with the Department of Corrections.

Janet Delorey, Accounting Administrator I, Headquarters Accounting

Ms. Delorey has been an Accounting Administrator for 5 years; she was a Senior Accounting Officer (Supervisor) for 3 years and has 16 years of experience with the Department of Corrections.

Yaser Samara, Accounting Administrator I, Regional Accounting, El Centro

Mr. Samara has been an Accounting Administrator for 3 years; he was a Senior Accounting Supervisor for 2 years and has 5 years of experience with the Department of Corrections.

SENIOR ACCOUNTING OFFICER (SPECIALIST) INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- Duty statement for Senior Accounting Officer (Specialist)
- Class specifications for Senior Accounting Officer (Specialist)
- State of Nevada for Accounting Assistant II
- State of Kentucky for Account Specialist III

Other sources were viewed for information (e.g. other states specifications); however, the information was not relevant to the job analysis and therefore not included.